

MANAGEMENT MEMO

NUMBER:

01-15

SUBJECT:

IT PROJECT RELATED COMMUNICATIONS WITH THE LEGISLATIVE ANALYST'S OFFICE

DATE ISSUED:

JULY 26, 2001

EXPIRES:

WHEN RESCINDED

REFERENCES:

STATE ADMINISTRATIVE MANUAL 4819.35-36

ISSUING AGENCY:

DEPARTMENT OF INFORMATION
TECHNOLOGY

POLICY STATEMENT

This policy is being issued to emphasize the need for State agencies to provide the Legislative Analyst's Office (LAO) with documentation regarding information technology (IT) projects as defined in state policy.

- Agencies¹ shall provide a copy of the IT project document², subject to the Department of Information Technology's (DOIT) approval, to the LAO per Statewide Information Management Manual (SIMM), Volume I, Policy 5.0, Sections 1.3.2 and 1.4.2.
- For each IT project subject to DOIT oversight, agencies shall provide a copy of the :
 - Special Project Report³ (SPR) to the LAO per SIMM, Volume I, Policy 7.0, Sections 1.3.2 and 1.4.2.
 - Post-Implementation Evaluation Report (PIER) to the LAO per SAM 4819.36.
- When LAO has questions related to an agency's IT projects, the agency can request DOIT's assistance in responding to the LAO questions or to attend meetings with the LAO.

PURPOSE

To ensure agencies promptly provide IT project documentation and information directly to the LAO as defined in SIMM, Volume I, Policy 5.0 and Policy 7.0 and in SAM 4819.36.

OVERVIEW

The LAO provides the Legislature with an analysis of each proposed IT project. As part of its analysis, LAO makes recommendations on whether or not the Legislature should approve funding for IT projects. During its review process, LAO may have questions regarding an IT project. It is important that agencies provide timely, clear and concise responses to LAO questions and concerns, thereby enabling an expeditious review of the IT project by the LAO. Agencies must respond to LAO's questions promptly and completely in order to promote a mutual understanding of the project's importance.

¹ Refers to any office, department, board, bureau, commission or other organization entity within State government that falls under the jurisdiction of DOIT as defined in Article 10, Section 11780 of Chapter 7 of Division 3 of Title 2 of the Government Code.

² A Feasibility Study Report (FSR), FSR Exemption Request (FSR-ER) or an approved equivalent document when submitted to meet FSR requirements.

³ Or an approved equivalent document when submitted to meet SPR requirements.

STATE ADMINISTRATIVE MANUAL

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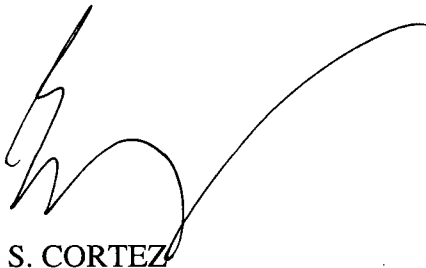
RESPONSIBILITIES AND TASKS

DOIT

1. When requested by LAO, DOIT will provide a report indicating the type of IT project approval and closeout documents received from agencies.
2. When requested by an agency, DOIT will provide the agency with assistance in responding to LAO questions.

AGENCIES

1. Agencies shall provide LAO with IT project documentation and to respond to questions LAO may have regarding its IT projects. Agencies can request DOIT's assistance in responding to the LAO questions or to attend meetings with the LAO related to IT projects.
2. Agencies shall develop, implement, and maintain a communication plan that promotes and ensures agencies are responsive to LAO's information needs regarding IT projects.



ELIAS S. CORTEZ

Chief Information Officer/Director

State of California/Department of Information Technology